



Departmental Quarterly Performance Report

Department Name: International Trade Consortium

Reporting Period:

FYE 9/30/04

3rd Quarter

(April 1 – June 30, 2004)

I. Performance Initiatives	Page 2
II. Personnel Status	Page 5
III. Financial Performance	Page 6
IV. Department Director Review	Page 7

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p><u>Initiative ED1-4 - Increase International Commerce:</u> In conjunction with the Aviation Department, conducted two briefings to promote airline air cargo and passenger development through MIA in support of the Aviation Department's International Route Development initiative. The two presentations were made in London, England and in Helsinki, Finland.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-4 - Increase International Commerce:</u> Conducted a pre-mission in Helsinki, Finland to arrange logistics and to plan for a future Airport Route Development Mission to be conducted in conjunction with the Aviation Department in the fourth quarter.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-4 - Increase International Commerce:</u> Under the ITC's Caribbean Trade Initiative, conducted a trade mission to Trinidad & Tobago and to Barbados. Mission participants attended a Trade and Investment Convention organized by the Trinidad and Tobago Manufacturers Association and participated in 14 one-on-one business matchmaking meetings. Six (6) business matchmaking meetings also took place in Barbados. From these 20 business meetings, an additional 40 meetings/ appointments took place with <i>reported expected sales of \$790,000</i> over the next 12 months. (Total business appointments: 60)</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-4 - Increase International Commerce:</u> Certified and funded 2 third-party trade missions: 1. Greater Miami Chamber of Commerce (GMCC) outgoing mission to Brazil – <i>Reported</i> 23 leads out of 51 appointments resulting in <i>\$2.5 M in immediate sales</i>; 2. GMCC incoming mission from the Canary Islands – 14 participants made up of government officials and businesses.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-4 - Increase International Commerce and Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Assisted the U.S. Ambassador to Jamaica (Sue Cobb) in business matchmaking for an incoming mission to Broward from Jamaica. With the use of the ITC database, conducted matchmaking which resulted in the scheduling of <i>80 business appointments/ meetings</i>.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)

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Reporting Period: FYE 9/30/04 – Quarter# 3

<p><u>Initiative ED1-4 - Increase International Commerce and Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Assisted the GMCC with business matchmaking for its incoming mission from Chile. Through the used of the ITC database, identified and referred 1,142 Miami-Dade businesses as potential business partners for visiting the visiting Chilean delegation.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative ED 1-6 – Promote Greater Cultural Appeal of Miami-Dade County for Businesses:</u> Received an incoming delegation from the City of Leeds, England. Met with the Deputy Chief of the Chamber of Commerce of Leeds to explore the possibility of establishing a Sister Cities relationship with the City of Leeds in the future.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative ED 1-6 – Promote Greater Cultural Appeal of Miami-Dade County for Businesses and Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Sister Cities sponsored and participated in Miami-Dade Community College's Hospitality Food and Expo. Manned an exhibit booth to disseminate information about Sister Cities, the ITC, and Miami-Dade County.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative ED 1-6 – Promote Greater Cultural Appeal of Miami-Dade County for Businesses:</u> Staffed and supported the Inter American Conference of Mayors in June and assisted with the coordination of the event's activities.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative ED 1-6 – Promote Greater Cultural Appeal of Miami-Dade County for Businesses:</u> Participated in and staffed the Sixth Sister Cities Hemispheric Forum in Iquique, Chile. Was involved in the various panels witch included the topics: cities and their development, role of the airports and seaports, tourism, clean energy and sustainable development for the cities, and free trade agreements. Also, served as a keynote speaker for one of the panels.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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<u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Completed project to have an Economic Impact Study produced to help measure the financial impact of trade for Miami-Dade County. Received report from Washington Economics Group and began to disseminate information to the public.	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Sponsored and participated in the trade show - World Trade Week Expo 2004. Occupied exhibit space and manned a booth to disseminated information about the ITC and Miami-Dade County to approximately 3,000 to 4,000 business executives from South Florida involved in the trade industry.	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Participated in 2 television programs on Miami-Dade TV which highlighted the trade industry in Miami-Dade County. Also issued press releases about trade events.	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Staffed ITC Board meetings, meetings of the Sister Cities Coordinating Council, and of the Mayor's African Trade Task Force.	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS- (7)	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	6	\$837,000	6	1	6	1	7	0		

Notes:

B. Key Vacancies

- None

C. Turnover Issues

- None

D. Skill/Hiring Issues

- None

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

- Since the beginning of the fiscal year the department has employed one part-time employee to carry out the Caribbean Trade Initiative Program.

F. Other Issues

- None

Departmental Quarterly Performance Report
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FINANCIAL SUMMARY – (ALL DOLLARS IN THOUSANDS)

	PRIOR YEAR Actual	Total Annual Budget	FISCAL YEAR 2003-2004					
			3rd Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues *								
Interagency Transfers	645	802		-		-		0%
Transfer from G.F.	269	35		-		-		0%
Total	914	837		-		-		0%
Expense **								
Personnel	707	608	152	280	456	593	(137)	98%
Operating	198	224	56	28	168	127	41	57%
Capital	6	5	1	3	4	3	1	60%
Total	911	837	209	311	628	723	(95)	86%

* Journal entries for revenues will be made in Fiscal Month 12.

** Expenditures are reported by category - Personnel, Operating, and Capital.

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	N/A	N/A	N/A	N/A	N/A
Total					

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Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Personnel Variances:

After three quarters, reported year-to-date actual Personnel expenses are 98% of the department's annual budget for this category; higher than the expected 75% after 3 quarters. This is due to separation costs of the former director. This variance will disappear after the Department's mid-year supplemental budget (to cover the separation costs) is loaded into FAMIS in the 4th Quarter.

Operating Variances:

Year-to-date actual Operating expenses are 57% of the department's annual budget for this category; lower than the expected 75% after 3 quarters. However, operating expenses are not evenly distributed throughout the fiscal year and are expected to increase in the 4th Quarter.

Capital Variances:

While year-to-date actual Capital expenses are 60% of the department's annual budget (15% lower than the expected 75%) the variance is immaterial as the annual Capital Budget is only \$5,000.

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

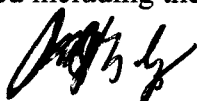
Notes and Issues:

(Summarize any concern or exception, which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

None

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature

Department Director (Manny J. Gonzalez)

Date 7/30/04